

広報番号： Announcement No.	FLCY-46-15
募集締切日： Closing Date	9 Sep 15
発行日： Date of Issue	27 Aug 15

1.職種名 Job title (等級 Grade <u>7</u> /語学等級 LD <u>4</u>) <div style="text-align: center;"> <h3>Contract Specialist #416</h3> <p>(契約専門職)</p> <p>Acceptable trainee level (採用可能見習い等級): 1-6</p> </div> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <div style="font-size: 2em; font-weight: bold; text-align: center;">1 名</div>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity NAVSUP Fleet Logistics Center Yokosuka Far East Contracting Department Afloat Contracts Division, Ship Repair Team (Code 211) 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka-shi		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (___ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon thru Fri 勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties <div style="text-align: center; padding-top: 10px;">Please see the attached task list.</div>			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work, OR Doctorate Degree in accredited Graduate School in a related field. b. Knowledge of Federal Acquisition Regulation (FAR), Defense FAR Supplement (DFARS), Navy and Marine Corps Acquisition Supplement (NAVCARS), and Naval Supply System Command (NAVSUP) regulations, and NAVSUP FLC Yokosuka instructions. c. Skill in operating personal computer applications such as Microsoft Word, Excel, and Access. d. Ability to negotiate and administer contracts/orders. e. Ability to analyze and evaluate various quotations exercising the cost and price analysis techniques and knowledge of regulations, laws, directives, etc. f. Ability to speak, read and write English at fluent proficiency level (LD-4). *The selectee of this position must successfully complete all training courses including also those conducted in U.S. as required by the Defense Acquisition Workforce Improvement Act (DAWIA) for levels I and II. *An applicant who does not fully meet the qualification requirements stated above may be considered at grade 1-6 level as below: 1-6: a. One year of specialized technical or administrative work experience equivalent to the 1-5 level in related work, OR completion of Master's Degree in a related field. * Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : 7/8 欄参照 See blocks 7 & 8		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

Task List

Negotiation and/or administration of complex contracts Firm fixed price contract, fixed price indefinite delivery type contract, cost-sharing contract, cost-plus-a-fixed-fee contract, cost-plus-incentive-fee-contract, fixed-price contract with escalation or price redetermination provisions.

Complex or extensive services such as world-wide requirements for major overhaul or modification of specified items such as electronic equipment in aircraft; and equipping, manning, and servicing of an electronic data processing center.

Request for proposal, specification, drawings and government estimate cost breakdowns.

Refers proposals to legal authorities, engineers or other appropriate experts.

Reviews for responsiveness under terms and conditions of requests for proposals.

Attends negotiation or renegotiation conferences or price redetermination conferences with contractors' representatives and COs.

Analyzes and evaluates prospective contractor's production capacity, financial and cost data, facilities, and other background data, with responsibility for making final recommendation.

Observes contractors' performance. Reviews periodic progress schedules against contractor's schedules to insure timely delivery.

Ensures adequacy of contractor's compliance with contract terms, work progress, timely delivery of government furnished property, testing procedures, final inspection and acceptance schedules.

Prepares amendments to solicitations and/or modifications to contracts.

Advises contractor on termination procedures. Termination involves the settlement of the claims of a variety of prime contractors.

Reviews contractor's claims and settlement proposals.

Conducts contract administration to assure compliance with terms.

Performs other related or incidental duties as assigned.